



**Application for Funding Under the
Juvenile Accountability Block Grant (JABG) Program**
Omnibus Crime Control and Safe Streets Act of 2002 (42 U.S.C. 3796ee et esq)

REQUEST FOR APPLICATIONS
Guidelines
and
Application Procedures

COMMONWEALTH of VIRGINIA
Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

Application Deadline:
November 5, 2012 (4:00pm)

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INTRODUCTION

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds under the Juvenile Accountability Bock Grants (JABG) Program from the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) available for local and state projects. The JABG Program supports states and local units of government in their efforts to strengthen the juvenile justice system by implementing accountability-based programs that focus on both the offender and the juvenile justice system.

ELIGIBLE PROJECTS

Funds may be used for limited-focus/time-limited projects, equipment and/or supplies only projects, or training. Funds may also be used to expand or extend/sustain existing projects, though the use of funds to pay for personnel is discouraged due to the limited nature of the funding.

Programs serving youth must be evidence-based. Applicants seeking to expand or extend/sustain an existing project must be able to demonstrate progress and success in what has been done through the life of the project. Projects seeking to serve youth and/or support personnel must be able to be sustained following completion of the grant period. Funds may **not** be used to supplant existing funds available for project purposes.

Projects eligible for funding must fall within a specified JABG purpose area which corresponds with the priorities established by the Virginia Advisory Committee on Juvenile Justice (ACJJ). Offender related programs should focus on activities that promote accountability through individualized consequences. Programs that strengthen the juvenile justice system should enhance the system's process through information sharing, evidenced based programs or practices, or training opportunities.

Priorities established by the ACJJ for the funds to be awarded include:

1. Reducing disproportionality in the juvenile justice system;
2. Diverting juveniles from detention and providing alternatives;
3. Increasing family and community involvement; and
4. Ensuring youth are afforded due process of law.

Projects should link to one or more of the above stated priorities. Projects must support ONE of the following JABG purpose areas:

1. Developing, implementing, and administering graduated sanctions for juvenile offenders;
2. **NOT ALLOWABLE;**
3. Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and

assessment) for juvenile offenders to promote the effective and expeditious administration of the juvenile justice system;

4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced;
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent juvenile offenders;
6. Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime;
7. *NOT ALLOWABLE*;
8. Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders;
9. Establishing and maintaining a system of juvenile records designed to promote public safety;
10. Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts;
11. Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies;
12. Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders;
13. Establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs;
14. Establishing and maintaining restorative justice programs;
15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism;
16. Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming; OR
17. Establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community.

ELIGIBLE APPLICANTS

Eligible applicants include Virginia local units of government and state agencies. ***Applicants may submit only one proposal per locality or state agency.*** Non-profit, faith-based, and community organizations are encouraged to seek partnerships with their local units of government to apply.

ATTENTION COURT SERVICE UNITS: The application process and due date contained herein are set by DCJS. These are not adjustable. Any requirements as may be established by the Department of Juvenile Justice (DJJ) for submitting grants to agencies outside of DJJ are separate. For more information on DJJ requirements, see the DJJ Grants Manual which is available to guide applicants through the DJJ process and can be downloaded at: http://www.djj.virginia.gov/Resources/Manuals/pdf/Grant_Manual_012011.pdf. Please contact Jared Miller, DJJ, at Jared.Miller@djj.virginia.gov for more information.

PROJECT PERIOD

The award period for these projects is expected to begin January 1, 2013 and end November 30, 2013. Project periods may be extended beyond the current end date subject to federal approval of a DCJS request. The extension period will not be known until after project starts, so applicants should plan to expend requested funds during the specified timeframe. Due to the significant reduction in federal funds, applicants should anticipate that continuation/additional funding will not be available, or, will be available at a significantly reduced level.

AWARD AMOUNTS & MATCH REQUIREMENTS

Applicants may apply for:

- Up to \$25,000 in federal funds for equipment/supplies-only projects or
- Up to \$75,000 in federal funds for other projects.

Federal funds may not exceed 90% of the total project cost. Award recipients must provide the remaining 10% **cash match** to support the full cost of the program. It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions, which apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

The calculation of match is as follows:

- The requested federal dollar amount divided by 9 = match amount
- Match amount plus the requested federal dollar amount = total award

For example, if an applicant applies for \$25,000 in federal funds, the following would apply:

- $\$25,000/9 = \$2,778$ match required
- $\$25,000 + \$2,778 = \$27,778$ total project award amount

Note: In-kind match will not satisfy the match requirement. Federal funds from other sources may not be used as match.

UNALLOWABLE EXPENSES

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events (unless related to the delivery of a particular evidence-based program); personal calls; alcohol; food and beverages (unless related to the delivery of a particular evidence-based program); and luxury vehicles.

For more information on the prohibition of using funds for food and beverages, please refer to *Food and Beverages Policy for Grants and Cooperative Agreements* from the Office of Justice Programs: <http://www.ojp.usdoj.gov/funding/pdfs/foodandbeverage.pdf>

JABG ADVISORY BOARD REQUIREMENTS

OJJDP requires applicants to convene an Advisory Board to establish a Coordinated Enforcement Plan for reducing juvenile crime. In order to develop a sound plan, a needs analysis of the local juvenile justice system should be conducted. This analysis helps to determine the most effective use of funds (within the JABG Program Purpose Areas) to achieve the greatest impact for reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders. Applicants may use existing planning groups provided that the membership requirements are met. Membership shall include representation from, if appropriate: police department; sheriff's department; prosecutor's office; court; probation office; educational agency; social services; and non profit, non-governmental victim advocacy or a non-profit religious, or community group. Applicants will need to submit an Advisory Group Membership Roster with the full application.

In developing a grant application, state agencies should seek the advice of the chief of the highest court of the state. Local units of government should seek the advice of the chief judge of the local court. This should be documented in the grant application through a letter of support. A sample letter can be found on the DCJS website through the following link: <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=3&program=Juvenile>.

REPORTING REQUIREMENTS

Applicants who are awarded grant funds must comply with the reporting requirements of DCJS and OJJDP. DCJS requires all grantees to submit quarterly financial reports and progress reports, including quarterly performance measure data, in a timely fashion using the DCJS online Grants Management Information System (GMIS).

Grantees will also be required to submit an annual performance measures report using the Data Collection and Technical Assistance Tool (DCTAT) on line reporting tool. Once a grant has

been awarded, persons responsible for reporting will be given instructions to obtain a user name and password for both systems.

APPLICATION DUE DATE & TIMELINE

Applications are due to DCJS no later than **4:00 p.m. on Monday, November 5, 2012.**

Schedule:

Mid-September, 2012	Announcement of the availability of funds
November 5, 2012	Applications due to DCJS
Late-November, 2012	ACJJ grants subcommittee makes recommendations for funding
December 6, 2012	CJSB makes funding decisions
Mid-December, 2012	Award notices sent
January 1, 2013	Project period begins for awarded grants

CONTACT

For technical assistance contact:

Tracey L. Jenkins
Department of Criminal Justice Services
(804) 692-0977
Tracey.Jenkins@dcjs.virginia.gov

APPLICATION INSTRUCTIONS

How to Submit an Application

- Applicants should submit one (1) original and two (2) complete copies of the application.
- Applications are due to DCJS by **4:00 pm EST on November 5, 2012.**
 - Applications may be hand delivered to: 1100 Bank Street, 9th floor, Richmond, VA 23219. Attention: DCJS, Office of Grants Management.
 - Applications submitted by mail or overnight delivery must be received by the designated due date and time and should be sent to: DCJS, Attention: Office of Grants Management, 1100 Bank Street, Richmond, Virginia 23219.
 - **Electronic or facsimile submissions are not allowed.**

What a Complete Application Includes

A complete application must include the following components:

- I. Grant Application Face Sheet
- II. Project Narrative, not to exceed 15 typed pages
- III. Itemized Budget Form
- IV. Itemized Budget Narrative
- V. Advisory Board Membership Roster
- VI. Certification of Communication with the Chief Judge
- VII. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- VIII. General Grant Conditions & Assurances

I. Grant Application Face Sheet

The Grant Application Face Sheet is the first page of the application and must be completed and signed. The form can be found at: <http://www.dcjs.virginia.gov/forms/grants/grantApp.rtf>

Please note the following instructions for this form:

- *Grant Program* – List the grant program you are applying for (Juvenile Accountability Block Grant).
- *Congressional Districts* – List the congressional districts that will benefit from this program.
- *Applicant* – Use this space to provide the name of the locality or state agency applying.

- *Faith Based Organization* – Does not apply to this solicitation.
- *Applicant Federal ID Number (FIN)* – Use this space to provide the applicant's federal Identification number.
- *Best Practice* – Indicate where the project is a best practice (or evidence-based practice).
- *Jurisdiction(s) Served* – List all localities to be served; or indicate “statewide” if appropriate.
- *Program Title* – Provide a title for the project.
- *Grant Period* – Provide the proposed grant period (must be within the dates provided in the solicitation – beginning no sooner than January 1, 2013 and ending no later than December 1, 2013)
- *DUNS Number* – Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform>.
- *Type of Application* – All grants under this solicitation will be considered “New”.
- *Rural, Urban or Suburban* – Check the box that best describes the applicant locality.
- *Project Director* – The person who will have day-to-day responsibility for managing the project. Provide ALL requested information, including a phone number, fax number, and e-mail address.
- *Project Administrator* – The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated. Provide ALL requested information, including a phone number, fax number, and e-mail address.

- *Finance Officer* – The person who will be responsible for fiscal management of funds. Provide ALL requested information, including a phone number, fax number, and e-mail address.
- *Brief Project Description* – A short description of the proposed project.
- *Project Budget Summary* – Total figures from “Itemized Budget.” Report federal funds under the column labeled “DCJS Funds”. Match funds will be reported under “Local Match”. Be sure all totals are correct.

II. Project Narrative – 15 pages maximum (note additional specifications)

The project narrative describes the need for the project, the project itself, the goals of the project, and how you will measure the project’s performance. The project narrative must meet the following structural specifications:

- No more than 15 pages maximum
- Typed (1.5 or double spaced)
- 1” margins
- Times New Roman 12 point font *or* Arial 11 point font

The project narrative must include the following information:

A. ACJJ Priority Area

Identify which of the following priorities established by the ACJJ that the project falls under:

- Reducing disproportionality in the juvenile justice system;
- Diverting juveniles from detention and providing alternatives;
- Increasing family and community involvement; or
- Ensuring youth are afforded due process of law.

B. JABG Purpose Area

Identify which of the following JABG purpose areas that the project falls under (***select only 1***):

- Developing, implementing, and administering graduated sanctions for juvenile offenders (purpose area 1);
- Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening

- and assessment) for juvenile offenders to promote the effective and expeditious administration of the juvenile justice system (purpose area 3);
- Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced (purpose area 4);
 - Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent juvenile offenders (purpose area 5);
 - Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime (purpose area 6);
 - Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders (purpose area 8);
 - Establishing and maintaining a system of juvenile records designed to promote public safety (purpose area 9);
 - Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts (purpose area 10);
 - Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies (purpose area 11);
 - Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders (purpose area 12);
 - Establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs (purpose area 13);
 - Establishing and maintaining restorative justice programs (purpose area 14);
 - Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism (purpose area 15);
 - Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming (purpose area 16); OR
 - Establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community (purpose area 17).

C. Needs Justification

Provide detailed information describing the problem that the project is to address. Clearly explain the need for the proposed project and other attempts that have been made to address the issue (if applicable).

Use data to support the existence and extent of the deficiency or problem such as crime statistics, crime trends, calls for service, population demographics, community needs assessments, surveys, or other sources of available information. Any statistics used should be the most recent available and include the source of the information. Show how the deficiency or problem has grown over time.

If the project is intended to expand or sustain an existing program, describe the history of the program and its performance. If the project is for supplies or equipment only, explain why it is necessary.

Describe any existing resources and services that are currently available to address the deficiency or problem, including any other sources of funding, and state why those resources and services are inadequate.

Describe other programs that are available in the community to address juvenile delinquency and the relationship those programs will have with the proposed effort. If applicable, describe the lack of programs and the impact it has on the community.

D. Project Description

Provide a full description of the proposed project. The description should be clear to the reader. Describe the target population and how it will benefit from the project. Identify how the project engages families, parents, guardians, etc. if applicable. If the applicant is proposing to implement, expand, or sustain a program, the applicant must state the evidence based strategy or program that is being replicated, provide the source, and explain how the grant funding will augment other funding or sustain the project. If the project is for supplies or equipment, explain the existing program and how the purchase will support it.

Include the goals and related objectives that the project is intended to achieve in this section. Goals and objectives should be clear, concise, measurable, and attainable. A goal is defined as the ultimate intended outcome, and should state what the program/project hopes to achieve over the life of the grant. An objective is an outcome derived from the goal and states what will be accomplished within a certain time period. It is measurable. Each goal should have correlating objectives. A projected deadline should be stated for achieving each objective.

Performance measures established by the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) may be helpful in establishing measurable objectives that may be helpful in developing the project. Performance measures for each purpose area, as well as core measures applicable to all purpose areas, can be found at: https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=17

Discuss strategies and activities the project will employ to accomplish the stated goals and objectives. For programs, cite research/studies, models, previous programs, or some other evidence that will support the result in desired effects if applicable. (Some questions to consider: Have these strategies been successfully employed elsewhere? Which experts recommend them and why?)

E. Project Plan

Provide a summary description of how the project will be implemented. Describe who will implement the project and their responsibilities in the project. Resumes of key project staff should be included with the application. If a position is to be created or vacant, include a job description. (These attachments do not count towards the 15 page maximum.)

If there are project partners, describe the roles of the key players and their responsibilities as related to the project. Letters of support to show collaboration agreements are encouraged (include as attachments; these do not count towards the 15 page maximum).

Provide a detailed implementation plan that includes a clear timeline of activities as related to specific goals and objectives using the Project Goals and Objectives Form (the forms do not count towards the 15 page maximum):

<http://www.dcjs.virginia.gov/forms/grants/GoalsObjectivesForm.doc>

F. Performance Measures

Applicants must demonstrate an understanding of the performance measures as they relate to the chosen JABG purpose area. Applicants will be required to collect appropriate data and report on the performance measures quarterly to DCJS and annually to OJJDP. The goals and objectives, where possible and applicable, should reflect the required **mandatory** performance measures for the chosen purpose area, as well as core measures which apply to all purpose areas, as identified by OJJDP. The performance measures can be found at:

https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=17

List the mandatory performance measures for the chosen purpose area, as well as the core measures, which are applicable to the proposed project. Applicants may also

include non-mandatory performance measures they intend to collect to demonstrate progress.

Identify any mandatory performance measures for the chosen purpose area, as well as the core measures, which are NOT applicable to the proposed project.

Identify any additional measures that will be used to assess project progress and performance.

G. Sustainability Plan

Projects seeking to serve youth and/or support personnel must be able to be sustained following completion of the grant period. Provide a plan which identifies how the project will be sustained following completion of the grant period. For time-limited projects, equipment only projects, etc. give consideration to any future maintenance costs, materials costs, etc. and explain how those costs will be paid.

If the project does not require sustainment following the grant period, put “Not applicable” and a brief explanation as to why sustainability is not necessary.

III. Itemized Budget Form

An itemized budget form must be completed for the project. The required match must be in cash and included in the appropriate column.

You can obtain a copy of the budget in an rtf format at:

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>

OR for an Excel spreadsheet with automatic total calculations, go to:

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>

IV. Itemized Budget Narrative

The budget narrative explains and justifies the funds requested. It is important that the budget narrative be thorough, related to the project described in the Project Narrative, and reflect the figures included on the Itemized Budget Form. **All requested items must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.**

The budget narrative must meet the following structural specifications:

- Typed (1.5 spaced or double spaced)
- 1” margins
- Times New Roman 12 point font or Arial 11 point font

1. *Personnel/Employees*

- a) For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b) For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. *Consultants*

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance project effectiveness.

- a) For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Individual Consultant rates may not exceed \$450.00 per day.
- b) For organizations, providing professional services, including professional associations and educational institutions: State the type of services being performed and estimated contract price.
- c) Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the subgrantee's established travel policy.

3. *Travel*

Travel costs should be clearly explained. If estimates are used, explain the methodology for determining them. Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Transportation costs, such as air and rail fares, must be at coach rates. Subgrantees may follow their own established travel rates if they have established travel policies. If a subgrantee does not have an established policy, the state

travel policy must be followed. The state allows reimbursement for actual reasonable expenses. The narrative should explain relevance of the proposed travel to job duties.

4. *Equipment*

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

5. *Supplies and Other Operating Expenses*

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. *Indirect Costs*

Indirect costs are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

7. *Cash Funds From Sources Other Than The Grant*

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of cash, other than required matching funds, that will help support this project.

V. Advisory Board Membership

As noted previously, OJJDP requires applicants to convene an Advisory Board to establish a Coordinated Enforcement Plan for reducing juvenile crime. In order to develop a sound plan, a needs analysis of the local juvenile justice system should be conducted. This analysis helps to determine the most effective use of funds (within the JABG Program Purpose Areas) to achieve the greatest impact for reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders. Applicants may use existing planning groups

provided that the membership requirements are met. Membership shall include representation from, if appropriate: police department; sheriff's department; prosecutor's office; court; probation office; educational agency; social services; and non profit, non-governmental victim advocacy or a non-profit religious, or community group. Applicants will need to submit an Advisory Group Membership Roster using the following form found on the DCJS website:

<http://www.dcjs.virginia.gov/forms/juvenile/JABGLocalAdvisoryBoardMembership.doc>

VI. Certification of Communication with the Chief Judge

As noted previously, local units of government should seek the advice of the chief judge of the local Juvenile and Domestic Relations Court. This should be documented in the grant application through a letter of support. A sample letter can be found on the DCJS website through the following link:

<http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=3&program=Juvenile>.

VII. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must include signed certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements:

<http://www.dcjs.virginia.gov/forms/grants/usdoj.doc>

VIII. General Grant Conditions & Assurances:

Applicants must include signed assurances of general grant conditions:

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>

Checklist of Required Elements for a Complete JABG Application Package

- ☐ I. Signed Grant Application Face Sheet with complete contact information
- ☐ II. Project Narrative, not to exceed 15 typed pages appropriately spaced, consisting of:
 - ☐ A. ACJJ Priority Area
 - ☐ B. JABG Purpose Area
 - ☐ C. Needs Justification
 - ☐ D. Project Description
 - ☐ E. Project Plan Narrative and Forms (forms do not count toward maximum)
 - ☐ F. Performance Measures
 - ☐ G. Sustainability Plan
- ☐ III. Itemized Budget Form
- ☐ IV. Itemized Budget Narrative
- ☐ V. Advisory Board Membership Roster
- ☐ VI. Certification of Communication with the Chief Judge
- ☐ VII. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ☐ VIII. Signed General Grant Conditions & Assurances
- ☐ Attachments as identified in the Project Narrative